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(40)

7 July 1953

MEMORANDUM FOR: SUBJECT : Report of Message Center Operations,
1 - 30 June 1953

1. Cables Processed

a. Tab A provides statistical data regarding cables processed during June 1953. The gross increase over last month may be attributed to the increase in non-CIA cables processed. Tab B provides a comparison of CIA traffic between the months of May and June for each category of cables, and reveals that there was a slight decrease (1 1/2% or 176 cables) from the volume for May. It generally has been assumed that the drive to reduce cable traffic could be made effective on outgoing traffic but would be difficult to enforce on incoming traffic. Tab B reveals that the net decrease of 176 cables represents a decrease of 451 cables incoming, balanced against an increase of 275 cables outgoing.

b. Cables distributed to the Director during June totaled 799, representing 4.15% of the total volume of cables processed. This is a substantial increase over the previous month (from 659 to 799) and represents the largest volume yet sent to the Director, both from the standpoint of number of cables and percentage of the total. This increase can be accounted for in large part by the East Berlin riots, the Iranian situation, the Korean truce negotiations, and the trips of General Cabell and Mr. Wisner.

2. Personnel

a. returned from leave on 29 June and departed for two-weeks temporary duty on 30 June.

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b. On 1 June, [] Assistant Director for Communications, informed us by telephone that he interposed no objection to transferring career management of Cable Secretariat personnel from the Office of Communications to the Office of DD/A.

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[] stated that, in fact, he favored such a transfer. A new memorandum of agreement was drafted by Organization and Methods Service and was forwarded for signature by parties concerned.

c. The Office of Communications Career Service Board convened on 11 June 1953 to discuss outstanding career management problems of Cable Secretariat personnel. [] represented the Cable Secretariat and secured from the board a firm commitment on a promotion schedule for those persons deserving of promotion. Under this commitment, the board has agreed to promote personnel involved according to an agreed schedule with the first promotion to be effective some time in August and all actions to be completed in September. In the event Cable Secretariat career management is assumed by DD/A prior to effecting these promotions, the promotion requests will be transferred to the DD/A board together with a statement of the intent of the Communications board to promote. The net gain to us of such an arrangement is that if the creation of the DD/A board is delayed beyond September, our people will by then have been promoted. Should the board come into being before that time, it would inherit these suspended promotions upon which only the effective date remained to be decided.

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d. Three additional promotions for junior members of our staff were approved during the month, constituting further evidence of the expeditious handling afforded by the Office of Communications to personnel actions on personnel in the lower grades.

e. As we had anticipated, we lost seven persons during June (1 by maternity leave, 3 by resignation, 1 by transfer, 1 by extended sick leave, and 1 to jury duty). In contrast, only one person entered on duty during the period. We still have 12 T/O

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vacancies, against which the Personnel Office has now placed 16 processees. One of these is expected to be available in the very near future, the remainder will not be available before September. In July, we will lose one of our couriers by resignation. There is no hope of replacement until September unless the Personnel Office succeeds in "borrowing" a courier for us from another courier staff.

f. The Classification and Wage Division approved our request for reclassification of six Message Center positions of junior responsibility. It also approved our request to establish a new senior supervisory position designated as Chief, Distribution and Typing Section. These actions do not affect our total T/O since an equal number of positions, inappropriately titled and graded, were deleted at the time the new positions were approved.

3. Cable Distribution

a. We still have not received approved distribution requirements for the DD/A complex. 

b. We are endeavoring to revise the first formal issue of our distribution guide to incorporate into it the non-CIA cable requirements of the various units. This is a major compilation project on which we made substantial progress during May. During June we were forced to suspend work on it to provide coverage of the office while senior personnel were on annual leave. It is a rather specialized task which does not lend itself well to sporadic, spare-time effort. I hope to be able to resume the project on a full time basis within the next few weeks.

4. Statistics

a. Paragraph 4a of the report for May stated that we had undertaken a fairly comprehensive statistical study of cables processed. I regret to advise you that the study for June has not yet been completed, and, in view of our limited personnel facilities, I cannot promise a date on which it will be completed. We have, effective 1 July, kept current statistics of the sort that we intend to

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maintain on a continuing basis, and we hope to have the complete analysis for June completed before the end of July.

b. I had planned to include in this report a compilation of processing times to illustrate how our service had improved or worsened over a period of several months and to give you a better idea of the type service which we are now providing. We spot-checked several days traffic over a period of three months, but I mistrust the validity of the results. It is evident that, for any such statistics to be meaningful, such a study would have to be conducted over a considerable period of time and the figures equated against volume handled and personnel available to handle. This study will be postponed until we have personnel sufficient to permit the making of a detailed compilation.

5. General

a. During the month, the various Foreign Divisions conducted briefings of Cable Secretariat Duty Officers to inform the Duty Officers of the views of the divisions regarding being called on cables received after-hours. The briefings were of limited value on the subject of after-hours calls; however, we did glean considerable information of value to us in preparing briefs on cables distributed to the Director.

b. Tab C is a copy of a memorandum forwarded to DD/P advising him of the statistics being maintained by the Cable Secretariat.

c. Tab D is a copy of a memorandum forwarded to DD/P reporting on progress made on minimizing the changing of cable text.

15/
[Redacted Signature]

Cable Secretary

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Attachments: Tab A
Tab B
Tab C
Tab D

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MONTHLY TRAFFIC FIGURES**June 1953**

TYPE	TOTAL CABLES	TOTAL COPIES ISSUED	AVG. NO. OF COPIES ISSUED
Non-CIA Cables	7,848	22,671	21.0
CIA "IN" Cables	5,780	86,122	14.9
CIA "IN" Sensitive and Top Secret Cables	1,281	7,873	6.01
CIA "OUT" Cables	3,581	52,640	14.7
CIA "OUT" Sensitive and Top Secret Cables	500	2,897	5.7
PD's	<u>249</u>	<u>5,727</u>	23.0
TOTALS	<u>19,239</u>	<u>177,930</u>	
PREVIOUS MONTH	18,743	179,755	
INCREASE	496		
DECREASE		1,825	

Cables Selected and routed to the Director:

APRIL	588	MAY	659	JUNE	799
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TYPE	MAY	JUNE	INCREASE	DECREASE
Non - CIA	7,204	7,848	644	
CIA - IN	6,351	5,780		571
CIA - IN - Sensitive	1,161	1,281	120	
CIA - IN - TOTAL	7,512	7,061		451
CIA - OUT	3,221	3,581	360	
CIA - OUT - Sensitive	585	500		85
CIA - OUT - TOTAL	3,806	4,081	275	
CIA - TOTAL	11,318	11,142		176

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25 June 1953

MEMORANDUM FOR: Deputy Director (Plans)

ATTENTION : Executive Secretariat

**SUBJECT : Statistics on Cable Traffic Being Maintained
by the Cable Secretariat**

1. Effective 1 June 1953, the Cable Secretariat began compiling, on each cable processed by Message Center, the following information:

a. Outgoing

- (1) Foreign Division Area to which addressed.
- (2) Whether operational, intelligence, or administrative in nature.
- (3) Headquarters originating unit.
- (4) Headquarters units receiving information copies.

b. Incoming

- (1) Foreign Division Area from which originated.
- (2) Whether operational, intelligence, or administrative in nature.
- (3) Headquarters unit assigned action.
- (4) Headquarters units receiving information copies.

2. To compile these statistics on a current day-to-day basis would require more man-hours than we have available to devote to this project; therefore, the completed compilation for the month for June will not be ready until well into July. Since the tabulation of information recipients is of secondary interest, beginning 1 July the Cable Secretariat will eliminate that item from the statistics. Thereafter, a tabulation of information recipients will be made infrequently, and only when there is an apparent need for current information on

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that aspect of cable distribution. It is believed that elimination of the tabulation of information recipients will permit the Cable Secretariat to maintain these statistics on a current day-to-day basis, and an accurate study will thus be available within a day or two following the end of each month.

/s/

[Redacted Signature]

Cable Secretary

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11 June 1953

MEMORANDUM FOR: Deputy Director (Plans)

ATTENTION

:

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SUBJECT

: Progress on Minimising Changing
of Cables

1. The following statistics have been compiled on outgoing cables processed during the month of April 1953:

Total outgoing cables processed	5541
Total outgoing cables having handwritten changes	646
Total outgoing cables changed to an unacceptable extent	184

<u>ORIGINATOR</u>	<u>CABLES CHANGED</u>	<u>CHANGED UNACCEPTABLY</u>
EE	98	24
FE	212	82
NE	11	0
SE	61	8
SR	64	16
WE	72	23
WH	8	1
DD/I complex	1	0
DD/A complex	53	10
DD/P staff	49	15
Commo	17	5

2. During May, a less comprehensive check was maintained. In post-screening of cables, those which were considered to be unacceptably changed were pulled. The total so pulled was 43 cables, originated as follows:

EE - 6 (2 released and possibly changed by DD/P staff elements)
FE - 9 (all released in FE)
NE - none
SE - 1 (released in SE)

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SR - 3 (all released and possibly changed outside of SR)
WE- 9 (1 released and possibly changed by DD/P staff elements)
WH- 4 (3 released and possibly changed by DD/P staff elements)
DD/P staff - 7
DD/A complex - 3 (all released and possibly changed within DD/P complex)
COMMO - 1 (coordinated and probably changed within DD/P complex)

3. In our post-screening of cables, we will continue to pull those which in our opinion have been changed to an unacceptable degree and will advise you periodically of the results of your efforts to reduce such changes. From the foregoing statistics it is evident that very real progress has been made in improving the legibility of cables submitted for transmission. The co-operation shown within the DD/P complex is effecting this improvement is sincerely appreciated.

/s/

[Redacted Signature]

Cable Secretary

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Monthly Traffic Figures

JUNE 1953

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PREVIOUS MONTH	<u>18,743</u>	<u>179,755</u>	-----
INCREASE	<u>496</u>	-----	-----
DECREASE	-----	<u>1,825</u>	-----

Cables selected and routed to the Director

Two months previous: APRIL 588 Previous month: MAY 659 This month: JUNE 799

F161 from S/C:
IN 3561
OUT 3581
11192